

CALL FOR PROPOSAL

The purpose of the Call for Proposal is to solicit interest from existing or prospective Implementing Partners that wish to participate in UN-Habitat operation and contribute complementary resources (human resources, knowledge, funds, in-kind contributions, supplies and/or equipment) to achieving common objectives as outlined below and subsequently agreed in an Agreement of Cooperation.

Project title:

Improving Community Disaster Reduction Response (DRR) in Homs and Aleppo

Submission Start Date: 1 May 2024

Submission Deadline Date and time: 16 May 2024

Submission of proposal: **by email to unhabitat-syria@un.org**

Project Key Information:

- UN-Habitat Project title: Support to the Restoration of Minimal Functionality of Infrastructure in Urban Areas; and the Project for the Integrated Support for Post-Earthquake Early Recovery and Resilience-building in Syria.
- Locations
 - Town/City: Homs City with 3 neighborhoods (estimated population, 40,000). and Aleppo City, the target neighborhoods 4 neighborhoods within 4 Directorates (estimated population of 4 Directorates 976,000).
 - Country: Syria.
- Anticipated start date: 11 June 2024
- Estimated duration of project in calendar months: Six (6) Months
- Maximum proposed value in US\$: \$ 120,000.
- Lead Organization Unit: UN-Habitat Syria Programme.

Background:

Homs and Aleppo Cities were highly affected by the Syrian crisis both in terms of physical, economic, and social repercussions. The damage to housing, infrastructure, service facilities and economic activities was accompanied by population displacement and loss of social networks and capacity. During 2022, both cities have undergone a highly participatory recovery planning process that resulted in the area-based and community-based prioritization of thematic and geographic areas for short- and mid-term interventions.

The project “Support to the Restoration of Minimal Functionality of Infrastructure in Urban Areas in Syria” in Homs City supports the uptake of Homs recovery plan priorities following a community-led approach that integrates soft and hard activities focusing on three priority neighborhoods in the city. While “The Project for the Integrated Support for Post-Earthquake

Early Recovery and Resilience-building in Aleppo and Latakia” supports the uptake of Aleppo recovery plan with focus on implementing the disaster reduction response plan in prioritized selected four neighborhoods within the Directorates of Bab Al-Nayrab, Ansari Sharqi, Ansari Gharbi and City Center, based on the undergoing recovery plan of Aleppo.

The project of “Improving community disaster reduction response in Homs and Aleppo” to which the CFP pertains, comprises a set of soft activities categorized under two main objectives: i) Strengthening urban community resilience response to disasters and shocks; and ii) enabling the participatory Hazard Vulnerability Risk Analysis and Assessment (HVRA) within the targeted neighborhoods. The two objectives comprise a set of trainings, coaching, and participatory HVRA support the project planning and design activities.

Purpose of CFP:

UN-Habitat is intending to enhance the urban community-based resilience in the areas of DRR in 3 neighborhoods of Homs city and 4 neighborhoods within 4 Directorates in Aleppo. Consequently, to foster the readiness of the communities of these neighborhoods to effectively respond to potential disaster might encountering these communities.

The intervention seeks to achieve this by providing training in areas such as Rescue, Emergency Preparedness, psychosocial aspect, Evacuation, and evacuation procedures. Another objective is to empower these community-based teams to actively participate in their neighborhoods and assist in conducting hazard vulnerability risk assessment for the purpose of development disaster plan. This will support the reintegration of returning residents, with a particular focus on women, youth, and individuals with disabilities.

Ultimately, the intervention aims to strengthen the community's capacity to contribute to the recovery plan of these neighborhoods, which have been affected by a prolonged crisis and earthquake. The implementing partner will collaborate with local, community and stakeholders to select team members from each of the identified locations in the two governorates to be master trainers and lead the process of DRR in their neighborhoods.

Expected outputs:

The expected outputs of the project are as follows:

- A local community volunteers’ groups (15 - 20 community Volunteers) is formed and trained as trainers to train a volunteer Cadre of (20-25 members in each selected Governorates of Homs and Aleppo) on subjects of community outreach and Community Based Disaster Risk Management (CBDRM).
- A participatory Facebook page for monitoring and evaluation (M&E) of the project has been set up for volunteers and the community to use.

- Conduct Hazard vulnerability Risk Assessment workshops and based on that develop Disaster Risk Management Plans including evacuation plans for every targeted neighborhood in Homs and Aleppo.
- Awareness campaign about disaster response conducted in the targeted neighborhoods in Homs and Aleppo, using different channels (the target beneficiaries for each city: 25,000 (50% different age students half male/female through conducting schools' safety program, 40% women, 5% disabilities and 5% elders).

Main activities:

The IP shall be undertaking main activities as follows:

- 1- Draft the selection criteria and ToR of community-based volunteers' groups. Discussed and agreed with UN-Habitat, for Homs and Aleppo.
- 2- Support formulating the local community volunteers' groups in both Homs and Aleppo. The IP is requested to describe the proposed process of selection of volunteers.
- 3- Conduct training of trainer TOT to the local community volunteers' groups on CBDRM. In the Proposal, the IP is requested to provide the proposed contents, methodology and implementation process of each training.
- 4- Both the DRR community volunteers' groups to lead the hazard vulnerability risk assessment process and support conducting the participatory disaster risk plans and evacuation for each neighborhood, this including but not limited to the indication of areas of high risks, stakeholders mapping and analysis on current DRR capacity, broad designation of roles and responsibilities, safe evacuation routes, emergency, and temporary gathering points (public spaces) as well as the suggested primary public space with design recommendations for that space in both cities of Homs and Aleppo. In the Proposal, the IP is requested to provide the proposed detailed methodology for the sustainability of the disaster risk plan process and the group.
- 5- Conduct DRR awareness raising campaign in the target neighborhoods. In the Proposal, the IP is requested to provide a detailed methodology for the awareness raising campaign on community level. The detailed methodology should indicate at least the following elements: key messages within the disaster response topic, channels of communications and information dissemination, main stakeholders and involved entities and monitoring tools (for example, baseline and end of activities surveys and reporting).
- 6- Prepare reports of each activity including list of participants, dates, durations, description of steps, photos, main results, and other relevant details.

The IP is required to coordinate closely with UN-Habitat in each activity. The details of the workshops and training will be fixed based on the consent by UN-Habitat. Tools to be used in the workshops and training will be discussed and approved by UN-Habitat technical team before their implementation.

Eligibility Criteria

Criteria	Submission Details/ Documents Required
Legal Status	<ul style="list-style-type: none"> • Certificate of registration/incorporation i.e., • Proof of registration in Country of Origin. • Proof of registration of Country of operation • Proof of country operational presence
Organization profile and details	<ul style="list-style-type: none"> • Clear organization profile and structure of the organization indicating: <ul style="list-style-type: none"> ○ Organization’s vision, mission, and objectives ○ Management structure ○ Members of the Governing Board and their Designations duly certified by the Corporate Secretary, or its equivalent document. ○ Proof of membership to professional associations if any.
Financial Capacity	Audited company financial statements (balance sheet and income statement) and auditors report for the last two years.
Exclusive bank account	Is the organization willing and able to have a separate bank account for the funds provided by UN-Habitat?
Integrity and Governance	<ul style="list-style-type: none"> • The organization should complete and submit a signed Partner Declaration Form • Provide the profiles of the Chairperson of the Board of Directors, Head of the Organization and Chief of Finance

Selection Criteria

Criteria	Submission Details/ Documents Required
1. Technical capacity	20 %
1.1 Does the organization have the relevant experience and proven track record in implementing activities in the areas of the project? Has it managed in the past projects of similar technical complexities and financial size? Is the project linked with the core business of the IP?	<ul style="list-style-type: none"> • List of at least three similar projects executed in the last 5 years (value, location, donors, nature of projects, execution stage – completed or ongoing). • Demonstrate how the experiences in past projects are relevant in the execution of the current proposal, such as rescue, first aid, evacuation, psychosocial support HVRA etc. • Demonstrate core knowledge and expertise in the global approach to disaster risk response. • References from past donors
1.2 Does the organization have qualified technical staff with the experience and the technical skills required by the project? What is the staff size, type, qualification, and education background?	<ul style="list-style-type: none"> • CVs of key management staff, technical and non-technical staff that will be involved on the project. At least the CVs of the following staff should be provided: project manager, , community-based disaster risk management expert.

	<ul style="list-style-type: none"> • How many technical staff do you have in the concerned Country and city for implementing the project? Is there a reasonable assurance that such technical staff required by the project will continue to be available as needed in the Project?
<p>1.3 Does the organization have a clear and strong link with an identifiable constituency relevant to the targeted population of the project? Does it have the ability to impact on the targeted population and on the issues? Does it have a strong presence in the field and for how long? Does it have adequate capacity to work in key areas/regions where the proposed field activities will be implemented?</p>	<ul style="list-style-type: none"> • Demonstrate, describe, and provide proof of local operational presence, including link and ability to impact the targeted population.
<p>1.4 Does the organization possess adequate physical facilities, office equipment, transport, etc. to implement the activities?</p>	<ul style="list-style-type: none"> • Provide location and list of office facilities, vehicles, and office equipment locally available to implement the project.
<p>1.5 Does the organization have formal procedures to monitor project execution (e.g. milestones, outputs, expenditures...)</p>	<ul style="list-style-type: none"> • Provide formal project monitoring policies and procedures
<p>2. Financial and administrative capacity</p>	<p>20%</p>
<p>2.1 Has the organization been in operation over a period of at least 2 years to demonstrate its financial sustainability and relevance?</p>	<ul style="list-style-type: none"> • State the years of operation. • Financial statements for the last 2 years
<p>2.2 Does the organization have qualified staff in Finance? Is the current accounting system computerized and does have the capacity to collect and provide separate financial reports on the activities executed under the Agreement of Cooperation? Does it have systems and practices to monitor and report whether the project deliverables and expenditures are within the agreed time and budget? Does it have minimum segregation of duties in place (separation between project management, finance/accounting and executive office)</p>	<ul style="list-style-type: none"> • CVs of key finance and accounting staff • Description and key features and controls of the accounting system used. • Organization structure/ Organogram

<p>2.3 Does the organization have the capacity to procure goods and services on a transparent and competitive basis? (if applicable) check for procurement unit with experienced staff</p>	<ul style="list-style-type: none"> • Copies of procurement policies and procedures. The procedures should show how you procure locally and internationally.
<p>2.4 Does the organization have formal procedures and controls to mitigate fraud such as multiple signature signatories on bank accounts, reporting and prosecution of incidences of fraud?</p>	<ul style="list-style-type: none"> • Describe anti-fraud controls and provide formal procedures.
<p>2.5 Does the organization have capacity to provide in-kind, financial, personnel contribution as UN-Habitat Implementing Partner in this present project? Please give details of contribution nature and size.</p>	<ul style="list-style-type: none"> • Describe nature and value of contribution (in-kind or cash)
<p>3. Financial Proposal</p>	<p>20%</p>
<p>3.1 Is the budget for each component of the activity to be performed by the Implementing Partner (i) cost-effective (i.e. the cost should be economical and prudently estimated to avoid any under/over estimation) (ii) justifiable/well supported and (iii) accurate and complete</p>	<p>Budget Proposal <template provided></p> <ul style="list-style-type: none"> • Bill of Quantity (BoQ) for the main quantities/activities • Other supporting documents
<p>4. Technical Proposal</p>	<p>40%</p>
<p>4.1 The technical proposal is sound and responds adequately to the specifications and requirements?</p>	<p>Technical Proposal document <template provided></p> <ul style="list-style-type: none"> • Project workplan including sequencing and durations of each activity. • Methodology summary for delivering the project outputs.
<p>Cumulative score for ratios</p>	

Notes:

1. Interested Organizations must provide information indicating that they are qualified to perform the services (brochure, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc).
2. The CFP and accompanying documents must be received in accordance with instructions provided. CFP submitted to a different email address will not be considered.
3. CFP from applicants failing to provide the complete information to fulfill the basic eligibility criteria will be considered non-responsive.
4. CFP received after the above deadline will not be considered.
5. Organizations will be selected in accordance with the procedure set out in the UN-Habitat IP Management policy and Standard Operating Procedures.
6. CFP from applicants failing to provide the requested information will be disregarded.
7. This CFP does not entail any commitment on the part of UN-Habitat, either financial or otherwise. UN-Habitat reserves the right to accept or reject any or all proposals without incurring any obligation to inform the affected applicant(s) of the grounds.
8. All prices must be in USD.